

MY SAS WEBSITE

All registered users of SAS can create a Website to use as a communication tool. The pages are formatted; educators just need to supply the content.

Login to your PDE SAS account: <http://www.pdesas.org>

No account yet? Click **Join Now**.

Enter first and last name, school email, and a password (6 characters minimum, numbers and letters).

Click **submit**.

Once registered your name appears in the upper-right corner of the page.

Creating the Page

Click **Teacher Tools** in the upper right hand corner.

Choose **My Website** from the tools menu.

Place a checkmark next to **enable my website**.

Click **Save** at the bottom of the website builder and click **OK**.

Type a name for the site to the left of the **Custom page header button** and then click that button

The text editor will open.

Scroll down to the **My Website Copyright Statement** and enter a statement.

Click **Save** and **OK**.

Scroll to the top of the page and click **View My Website**.

Website Settings

Click on the **Website Settings** at the top of **My Webpage**.

Select a **font** for the website.

Select a **layout**.

Select a **background color**.

Select a **background pattern**.

Select a **theme**.

Click **Save** and **OK**.

Scroll to the top of the page and click **View My Website** to view the changes.

If you don't like something, return and change it.

Editing a Webpage

Click on the **Website Builder button** and locate the **Home page**.

The **Home page** is the main page of the website and initially has a default message which you can change.

Highlight the text of the default message and type your new message. Highlight the text again if you want to change the font or color.

Scroll down to below the text editor and check **Show this page on your website menu**.

Click **Save** and **OK**.

Scroll to the top of the page and click **View My Website** to view the changes.

If you don't like something, return and change it.

Creating Additional Pages

On the **Website Builder tab** scroll down to the section **My Website pages**. This is where all the created pages on the website are listed.

To the right of **My Website Pages** click **Add Webpage**.

The text editor opens and type the **Name** of the webpage in the **Page title** area [create a **Practice** page]

Type the **content** of the webpage in the **text editor box**.

If the text editor is too small click **Toggle Fullscreen** in the bottom toolbar to open the text editor in a full page. Click the **Toggle Fullscreen** icon again to return to normal size.

Click **Save** and **OK**.

Adding ePortfolio Content

You have the ability to take items saved in your **ePortfolio** and add them to any webpage using the tool **Portfolio Manager**. The **Portfolio Manager** is located in the text toolbar and looks like a briefcase.

Clicking the **Portfolio Manager** will show all the resources saved in your **ePortfolio**.

Click the **Upload Files** button to upload files directly to your **ePortfolio** while in your webpage builder or **add files** to your **ePortfolio** from the **My Portfolio tab**.

Creating Subpages

Locate the **Practice page** in the **My Webpages** list and click **Add page**.

The text editor will open. Type the **title**.

Type **content**.

Click **Save** and **OK**.

You will be returned to the **Website Builder tab** and the page created "under" the Practice page is now a sub-page.

Click on **View My Website** and hover your mouse over the webpage to show any subpages.

Inserting Hyperlinks

Links to any site can be included on a webpage by inserting a **Bookmark** from the **Portfolio manager** tool.

Links can also be inserted directly in the text editor.

Type text that you will link. **Highlight** the words and click the **Insert/Edit icon** on the toolbar.

In the **Link URL** field type the web address.

Select **Open in a new window**.

Click **Insert** and you will return to the text editor.

Click **Save** and **OK**.

Re-ordering and Deleting Pages

Click the **Web Builder tab**.

Up and down arrows are located next to each webpage in the **My Website Pages** list.

To move a page up or down, click the arrow and it moves up or down one place in the list.

To delete a page use the **delete button** next to a webpage in **My Website Pages** list. **ALERT:** all connected sub-pages will be deleted with a top-level webpage.

Optional Pages: News and Announcements

Click the **Web Builder tab** and open **My Webpages List**.

Edit the page titled **News and Announcements**. This page is a place for you to post announcements to those visiting your page.

Click **make this webpage visible**.

Click **Save** and **OK**.

To Add an Announcement

While in the text editor for the **News and Announcements** webpage, select **Add Announcements** from the **News and Announcements toolbar**.

A text editor opens.

Type a **title** for the announcement.

Enter text in the **content** box (only text is utilized in this function, hyperlinks do work).

Select a **Post** and **Expired** date by selecting the **Calendar** icon.

Select the **Published** option from the **Save As** drop-down menu.

Click **Save**.

The announcement is added to the My Announcement list once it is published.

Optional Pages: Contact Me

Edit the page titled **Contact Me**. This page includes a form that allows visitors to contact you.

Click **make this webpage visible**.

Click **Save** and **OK**.

Create a Blog

A blog allows visitors to post comments to a journal-like entry created by the teacher.

Click the **Web Builder tab** and open **My Webpages List**.

Edit the My Blog webpage.

Change the default text in the context box.

Click **make this webpage visible**.

Click **Save** and **OK**.

Adding a Blog Entry

Select Add blog entry from My blog entries toolbar.

A new window will open where you can type in the content of the blog entry.

Select the **Published** option from the **Save As** drop-down menu.

Click **Save**.

On the website, visitors can **add a comment** under the blog entry.

If the comment is inappropriate, click the **delete icon** (red X) to remove the comment.